

DANTES INSTRUCTIONS FOR MAY 2003

ASE ADMINISTRATION

Test Dates

Test administration dates for this cycle are:

Conus **06, 08, 13 May**
Overseas **06, 07, 08 May**

Questions: Call DANTES
(850) 452-1360 or DSN
922-1360. Or E-mail us:
certprog@voled.doded.mil

Schedule examinations during your regular duty day.

ASE Ordering Deadline Date is 13 September

- Orders for ASE examinations must reach ASE/ACT by 21 March.
- Order ASE examinations directly from ASE/ACT.
- **Overseas DANTES test centers should mail their orders to ASE/ACT around the 1st of March in order to receive exams on time. There are no exceptions to the deadline date of 21 March.**
- We ask you to follow standard ordering procedures and not fax orders to ASE/ACT. If time is running out to meet the deadline, you may fax DANTES orders to ASE/ACT at (319) 341-2297.

We recommend you call to confirm receipt of your fax at (319) 337-1266. Do not fax or send your orders to DANTES.

Increased Examination Fees

Examination fees for this administration have increased as follows:

Fees	U.S. and All Overseas DANTES Centers	Canada
Registration	\$29	C \$40
Regular Examinations	\$24	C \$32
Advanced (L1, L2) regular or recertification	\$48	C \$63
Recertification Tests (Other than L1)	\$24	C \$32
Recertification Tests – Price Cap	\$60	C \$80
Combinations – Machinist Gas & Diesel, P3 Brakes & S and S	\$36	C \$48

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Enclosure (2)

DANTES INSTRUCTIONS FOR MAY 2003

ASE ADMINISTRATION, Continued

Funding Authorized for Only Three Exams per Cycle

- DANTES authorizes funding for a maximum of 3 of the \$24 ASE examinations per each semiannual examination cycle.
- Active duty and Reserve component personnel in a related MOS, Rate, or AFSC are eligible to test for credit by examination or for certification.

DANTES does not fund the \$48 for L1 or L2 tests or any recertification tests. We authorize funding for any other \$24 ASE exam.

Examinee Pays Registration Fee

- The examinee pays the \$29 registration fee.
 - Use only a money order or personal check to pay.
 - Do not use personal credit or debit cards.
 - DANTES Code 20F must authorize use of command impact cards.
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Use Enclosure (1) to Order Exams

- Use enclosure (1) to order exams.
 - Make additional copies of the form if needed to submit your complete order and staple all pages together.
 - Order from ASE/ACT at the address on the form.
 - Include the examinee's social security number and MOS, Rate, or AFSC.
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Each Candidate Must Complete A Pre-Registration Form

Each candidate must complete a D Registration Form, enclosure (4). The "D" indicates DANTES candidates. TCOs submit all D-Forms along with their DANTES ASE/ACT Examination Materials Order Form (Enclosure 1).

Late Receipt of ASE Materials

If ASE exams arrive late, test candidates as quickly as possible. Candidates testing on the same exam must test at the same time. Refer to reference (a) for further guidance regarding late receipt of ASE materials and delayed testing.

Download Preparation Materials

Find the latest ASE Preparation Guides on the ASE web site at <http://www.asecert.org/>. The Guides are downloadable from the site.

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DANTES INSTRUCTIONS FOR MAY 2003

ASE ADMINISTRATION, Continued

Returning ASE Tests and Materials

In one double-wrapped package and immediately after concluding all ASE testing, return all completed tests, used and unused test materials, and one check or money order for each examinee's registration and testing fees.

Send to

:

**ASE/ACT DANTES
ATTN: HELEN COBLENT
2255 N DUBUQUE ROAD
P.O. BOX 4007
IOWA CITY, IA 52243**

Transcript Requests

After examinees receive their initial score results, if they need additional transcripts for reporting purposes, send transcript requests with the \$5 transcript fee for each transcript to:

**NATIONAL INSTITUTE FOR AUTOMOTIVE SERVICE
EXCELLENCE
ATTN: TRANSCRIPTS
101 BLUE SEAL DRIVE, SE, SUITE 101
LEESBURG, VA 20175**

Recertification Exams

Recertification tests are priced the same as the corresponding regular test:

\$24 for 1 or 2 exams

\$60 for 3 or more exams

Examinees must submit the \$29 registration fee along with the appropriate recertification fee.

DANTES DOES NOT PAY FOR RECERTIFICATION EXAMS.
